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CENTRAL INTELLIGENCE AGENCY
Weshington, D. C.

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January 1948 and Administrative Instruc	etion dated	. 17
22 November 1948.)		
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1. The following memorandum received from the Federal Works Agency, Public Buildings Administration, Office of Buildings Management, is quoted for compliance by all employees of CIA:

"The Bureau of Federal Supply has advised that the coal supply is critical and that every step to conserve the Government's fuel supply be made. In view of the serious situation, it will be necessary to return to wartime heating and lighting schedule in Federal buildings.

"To meet the situation and to accomplish the maximum saving in fuel and electricity, it is necessary that we have the full cooperation of all Government personnel. The steps that can be taken by Government personnel are:

"1. Do not use unnecessary lights.

ADMINITERRATION THE THEORIGINAL

- "2. Keep windows and doors closed so that the inside air does not unnecessarily escape to the outside when the outdoor temperature is less than the indoor temperature.
- "3. Heating units controlled by room occupants should be used to meet minimum heating requirements.
- "4. Heating units controlled by building operating personnel should not be disturbed by room occupants.

"The operating personnel will take periodic readings of the temperature throughout the buildings each day and will make whatever readjustments of the control equipment or operating procedure as are necessary or practical to keep the temperatures to minimum requirements. The supervisors of the night cleaning force will again instruct their employees to turn on, for the minimum length of time, only such lights as are essential to the performance of their work.

"An occupants' program of monitor control over heat and light would be desirable and would materially assist in conserving fuel and electricity. A program of this nature would insure that windows are kept closed when required for comfort, radiators turned off to prevent overheating and lights turned out when not needed.

"Your splendid cooperation in the past has been very helpful and your continued cooperation at this time will be deeply appre- .

2. Assistant Directors and Staff Chiefs will designate responsible officials within their activities for monitoring heat and light controls.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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DISTRIBUTION: All CIA Employees.

CENTRAL INTELLIGENCE AGEN. Washington, N. C.

ADMINISTRATIVE INSTRUCTION NO.

25X1A

20 January 1948

SUBJECT: Order for Conservation of Fuel Oil, Gasoline, and Gas

25X1A

- 1. A memorandum from the President is quated below. Each individual in CIA having any responsibility for the ma property with ve ed will comply with the instructions.
- "I hereby direct that, effective incurrency each Department and agency of the Government observe had embroe the following rules, applicable to all property and chaipment which is owned, operated, or controlled by the Government and which wherever located deed fuel oil or gasoline, or which uses gas in aread where natural gas is not in abundant supply, except where full and rigid observation and impair or endanger health or safety.
- l. Office building an other establishments shall not be heated above 68° at the start of with and shall be raintained at this temperature so far as practicable throughout the workday. After work hours buildings shall not be heated above 50°. The only exception shall be those establishments whose operations require a higher temperature. Buildings without zone control and areas ifficult to heat without raising the temperature of the entire building shall be studied to determine the necessary mechanical changes reasonably to neet the objectives stated.
- 2. Residences and residential quarters shall not be heated above 680 during waking hours or above 60° at other times.
- 3. No unused or unoccupied space shall be heated above the minimum temperature required to prevent damage thereto.
- 4. No equipment shall be installed for burning fuel oil or gas or liquefied petroleum gas, and no permanent building or establishment shall be converted to these fuels, without the prior approval of the Bureau of Mines, except where firm commitments for such installations or conversions have already been made.
- 5. If available funds permit, all buildings should be insulated, weather-stripped, and provided with storm sashes to the maximum practicable
- 6. Lighting and other uses of electricity shall be kept at the minimum consistent with safety and working efficiency, and no hot water shall be wasted.
- 7. No vehicle shall be driven farther or more often than necessary, or be driven at a speed of more than 40 miles an hour except in energency.
- 8. No vehicle shall use premium grade motor fuel unless specifically designed for and requiring a higher octane fuel than the regular grade.
- 9. Every means of conserving fuel oil, gasoline, and gas, including proper maintenance of heating equipment and notor vehicles, shall be adopted and observed.

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The Bureau of Nines, Department of the Interior, will advise, on request, those responsible for the heating of buildings and other establishments on proper methods to save fuel.

The head of each Department and Independent Agency will be responsible for the enforcement and observance of the foregoing rules. In addition, the head of each Department and Agency is directed to urge all employees, contractors, sub-contractors, and others within his jurisdiction to observe the foregoing rules."

/s/ HARRY S. TRUMAN

THE WHITE HOUSE,

January 17, 1948.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for Administration and Management

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CENTRAL INTELLIGENCE AGENCY Washington, D. C.

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ADMINISTRATIVE INSTRUCTION NO.

22 November 1948

SUBJECT: Order for Conservation of Fuel Oil, Gasoline and Gas.

A memorandum from the Bureau of the Budget, dated 8 November 1948, is quoted, in part, below. Each individual in CIA having any responsibility for the matters covered will comply with the instructions:

"Reference is made to the President's memorandum of January 17, 1948, to the Heads of All Departments and Independent Agencies, regarding the conservation of fuel oil, gasoline, and gas." (Administrative Instruction No. dated 20 January 1948.)

"Paragraph 7 of the memorandum is hereby revised as follows:

""No vehicle shall be driven farther or more often than necessary, or be driven at a speed in excess of, or in a manner contrary to, that allowed by State or District of Columbia motor vehicle laws."....

"By direction of the President:

/s/ JIMES E. WEBB Director"

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for Administration and Management

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CENTRAL IN TELLIGENCE AGENCY
Weshington, D. C.

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"To meet the situation and to accomplish the maximum saving in fuel and electricity, it is necessary that we have the full cooperation of all Government personnel. The steps that can be taken by Government personnel are:

- "1. Do not use unnecessary lights.
- "2. Keep windows and doors closed so that the inside air does not unnecessarily escape to the outside when the outdoor temperature is less than the indoor temperature."
- "3. Heating units controlled by room occupents should be used to meet minimum heating requirements.
- "4. Heating units controlled by building operating personnel should not be disturbed by room occupants.

"The operating personnel will take periodic readings of the temperature throughout the buildings each day and will make whatever readjustments of the control equipment or operating procedure as are necessary or practical to keep the temperatures to minimum requirements. The supervisors of the night cleaning force will again instruct their employees to turn on, for the minimum length of time, only such lights as are essential to the performance of their work.

"An occupants' program of monitor control over heat and light would be desirable and would materially assist in conserving fuel and electricity. A program of this nature would insure that windows are kept closed when required for comfort, radiators turned off to prevent overheating and lights turned out when not needed.

"Your splendid cooperation in the past has been very helpful and your continued cooperation at this time will be deeply appreciated."

2. Assistant Directors and Staff Chiefs will designate responsible officials within their activities for monitoring heat and light controls.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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CENTRAL INTELLIGENCE AGENCY Washington, D. C.

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25X1A 25X1A ADMINISTRATIVE INSTRUCTION

20 January 1948

SUBJECT: Order for Conservation of Fuel Oil, Gosoline, and Gas

1. A memorandum from the President is quoted below. Each individual in CIA having any responsibility for the matters covered will comply with the instructions.

"I hereby direct that, effective immediately, each Department and agency of the Government observe and enforce the following rules, applicable to all property and equipment which is owned, operated, or controlled by the Government, and which wherever located uses fuel oil or gasoline, or which uses gas in areas where natural gas is not in abundant supply, except where full and rigid observance would impair or endanger health or safety.

- 1. Office buildings and other establishments shall not be heated above 60° at the start of work and shall be maintained at this temperature so far as practicable throughout the work-day. After work hours buildings shall not be heated above 60°. The only exception shall be those establishments whose operations require a higher temperature. Buildings without zone control and areas difficult to heat without raising the temperature of the entire building shall be studied to determine the necessary mechanical changes reasonably to meet the objectives stated.
 - 2. Residences and residential quarters shall not be heated above 68° during waking hours or above 60° at other times.
 - 3. No unused or unoccupied space shall be heated above the minimum temperature required to prevent damage thereto.
 - 4. No equipment shall be installed for burning fuel oil or gas or liquefied petroleum gas, and no permanent building or establishment shall be converted to these fuels, without the prior approval of the Bureau of Mines, except where firm commitments for such installations or conversions have already been made.
 - 5. If available funds permit, all buildings should be insulated, weather-stripped, and provided with storm sashes to the maximum practicable extent.
 - 6. Lighting and other uses of electricity shall be kept at the minimum consistent with safety and working efficiency, and no hot water shall be wasted.
 - No vehicle shall be driven farther or more often than necessary, or be driven at a speed of more than 40 miles an hour except in energency.
 - 8. No vehicle shall use premium grade motor fuel unless specifically designed for and requiring a higher octane fuel than the regular grade.
 - 9. Every means of conserving fuel oil, gasoline, and gas, including proper maintenance of heating equipment and motor vehicles, shall be adopted and observed.

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The Bureau of Mines, Department of the Interior, will advise, on request. those responsible for the heating of buildings and other establishments on proper methods to save fuel.

The head of each Department and Independent Agency will be responsible for the enforcement and observance of the foregoing rules. In addition, the head of each Department and Agency is directed to urge all employees, contractors, sub-contractors, and others within his jurisdiction to observe the foregoing rules."

/s/ HARRY S. TRUMAN

THE WHITE HOUSE,

January 17, 1948.

· FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for Administration and Management

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CENTRAL INTELLIGENCE AGENCY Washington, D. C. ADMINISTR.TIVE INSTRUCTION 25X1A 22 November 1948 NO. SUBJECT: Order for Conservation of Fuel Oil, Gasoline and Gas. A memorandum from the Bureau of the Budget, dated 8 November 1948, is quoted, in part, below. Each individual in CIA having any responsibility for the matters covered will comply with the instructions: "Reference is made to the President's memorandum of January 17, 1918, to the Hoads of All Departments and Independent Agencies, regarding the conservation of fuel oil, gasoline, and gas."
(Administrative Instruction | dated 20 January 1918.) 25X1A "Paragraph 7 of the momorandum is horoby rovised as follows: ""No vehicle shall be driven farther or more often than neces-sary, or be driven at a speed in excess of, or in a manner contrary to, that allowed by State or District of Columbia motor vehicle laws. "By direction of the President: /e/ JUMES E, WEBB Director" 25X1A FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: Exocutivo for Administration and Management DISTRIBUTION: A

Approved For Release 2002/05/01: CIA-RDP81-00728R000100030001-0

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25X1A	ADMINISTRAT	IVE INSTRUCTION	28 Jan, 1949	
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EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

November 8, 1948

CIRCULAR NO. A-41

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Motor equipment - fuel conservation

"Reference is made to the President's memorandum of January 17, 1948, to the Heads of All Departments and Independent Agencies, regarding the conservation of fuel oil, gasoline, and gas." (administration of fuel oil, gasoline, and gas.")

N Paragraph 7 of the memorandum is hereby revised as follows:

"No vehicle shall be driven farther or more often than necessary, or be driven at a speed in excess of, or in a manner contrary to, that allowed by State or District of Columbia motor vehicle laws."

In enforcing the restriction prescribed in paragraph 8 of the memorandum, the head of each department or independent agency is authorized to make or sanction such limited exceptions as the public interest may require, including the approval of vouchers in payment for any premium grade fuel which, though not purchased in conformity with said restriction, is certified by a responsible supervisor to have been procured in good faith prior to adequate notification of the restriction.

By direction of the President:

JAMES E. WEBB Director

(No. A-41)

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Subject! ORDER FOR CONSERVATION OF FUEL OIL, GASOLINE, AND GAS

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TO THE HEADS OF ALL DEPARTMENTS AND INDEPENDENT AGENCIES:

In hereby direct that, effective immediately, each Department and agency of the Government observe and enforce the following rules, applicable to all property and equipment which is owned, operated, or controlled by the Government, and which wherever located uses fuel oil or gasoline, or which uses gas in areas where natural gas is not in abundant supply, except where full and rigid observance would impair or endanger health or safety.

- 1. Office buildings and other establishments shall not be heated above 68° at the start of work and shall be maintained at this temperature so far as practicable throughout the work-day. After work hours buildings shall not be heated above 60°. The only exception shall be those establishments whose operations require a higher temperature. Buildings without zone control and areas difficult to heat without raising the temperature of the entire building shall be studied to determine the necessary mechanical changes reasonably to meet the objectives stated.
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HARRY S. TRUMAN

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CENTRAL INTELLIGENCE AGENCY Washington, D. C.

25X1A

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/s/ J.MES E. WEBB Director!	
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:	25X1/
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Executive for Administration and Management	

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